

जम्मू केंद्रीय विश्वविद्यालय  
**Central University of Jammu**

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)  
Ph: 01923-249657 & Website: www.cujammu.ac.in

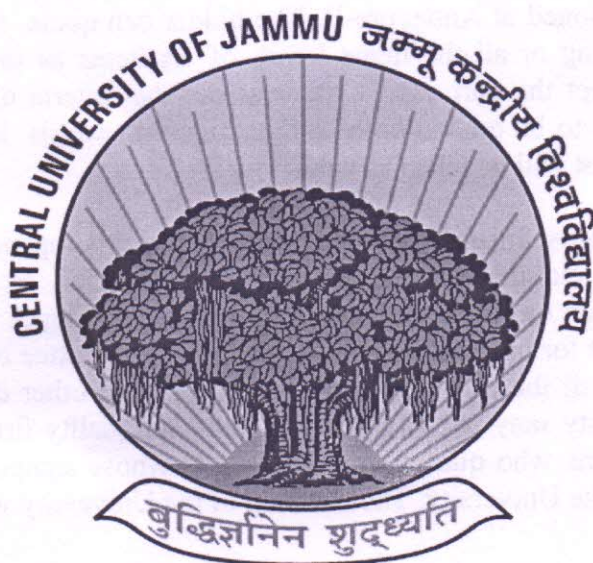
No. CUJ/Proc/F.74/2017/01

Dated 24-05-2017

Cost of tender documents: **Rs. 1,000/-**

Issued to: **M/s.**

**TENDER DOCUMENTS CUM RATE CONTRACT AND REGISTRATION OF FIRMS  
TO SUPPLY AND TO PRINT STATIONARY ITEMS FOR THE CENTRAL  
UNIVERSITY OF JAMMU**



**Last date and time to submit the bids** : 14.06.2017 by 3.00 p.m.  
**Date and time of opening of bids at University Campus,** : 14.06.2017 at 3.30 p.m.  
**Rahya-Suchani (Bagla), District Samba-181143, Jammu** (in presence of the bidders)  
**(J&K), Tel: 01923 – 249657 ext.206**

Total pages: 13 (thirteen)

## Chapter-I: Instructions to the bidders

- 1. Preface:** The Central University of Jammu is presently functioning from two campuses, Administrative Block at Rahya-Suchani (Bagla), District Samba, Jammu and Temporary Academic Block & Hostels at Sainik Colony, Jammu. The University intends to supply and to print stationary for the University at both the campuses from OEM / authorized dealers / reputed firm.
- 2. Submission of tender:** The sealed tenders are invited to supply and to print stationary under **two bid system**, viz. **Technical bid** (filled in Annexure-I duly signed and stamp, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and DD of Rs. 1,000/- (if downloaded tender form is used) and **Financial bid** (indicating item wise make & price for each item mentioned in Annexure-II (A & B), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**Tender for stationary and printing 2017**').
- 3. Quotation of stationary and printing:** The bidder is required to furnish the information as mentioned at Annexure-II. The bidder can quote for both the parts (A & B) of stationary and printing or all the items / part of its items as mentioned at Annexure-II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words / least will be taken as valid.
- 4. Opening of bids:** Initially the technical bids will be opened and scrutinised. The firms who meets the basic requirement as per documents furnished, may be invited for full fledged display / demonstration / to present the samples before opening of financial bid. The University will not bear any cost for presentation of samples. The committee of the University will inspect the samples, may visit the show room / items supplied at other organizations to ascertain the quality. The University may shortlist three to four best quality firms. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.
- 5. Availability and submission of tender form:** The tender documents can be obtained in person from Procurement Branch, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) (Tel: 01923-249657) on payment of **Rs. 1,000/-** through DD favouring "Finance Officer, *Central University of Jammu*" payable at Jammu during working hours (10:00 to 17:00 hrs). The tender form can be downloaded from University website ([www.cujammu.ac.in](http://www.cujammu.ac.in)) and must be submitted along with the cost of tender form of Rs. 1,000/- and EMD. The downloaded tender form without cost of tender form will not be accepted. Last date to submit the tender is **14.06.2017 by 3:00 p.m.** The filled in tender form can be dropped in tender box at the above address or can be sent through post. The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or any other date convenient to the University authorities, which shall be intimated separately. Hence, the firm should write their phone numbers and email ID on outside the sealed envelope to pass the information, if required.

6. **Opening of bids:** The bids will be opened in presence of the bidders, scrutinized and those firms who meet basic criteria will be qualified technically. The decision of the University will be final in this regard.

7. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider to the next lowest quoted firm. The decision of the committee will be final in this regard. The short listed tender along with the documents will be submitted to the competent authority and upon approval, the successful bidders will be placed offer letter. If the L-1 firm is not able to supply the items due to any reason and agreed by the University, the University may procure the items from other firm at the L-1 rates.

8. **Sample:** The firm is required to attach the sample of the paper / envelopes etc along with technical bid.

9. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University; however, the firm can withdraw the bid before the closing last date and time of the tender.

10. **Registration:** The firm should be registered with the competent authority and requested to enclose self attested copies of the following documents:

- (a) Certificate of registration with competent authorities, if any
- (b) Valid registration with sale tax and service tax authority, as applicable
- (c) TIN / PAN, as applicable
- (d) Service tax clearance certificate for the period ending 31.03.2015, as applicable
- (e) Experience certificate, as applicable

11. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

12. In case the successful bidder declines the offer of contract / purchase order, for whatsoever reason(s), his EMD will be forfeited.

13. The University reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

14. **Cost:** The rates quoted should be inclusive of all taxes, material, transportation etc at the destination. All the above stated elements of taxes and others are required to be shown separately and distinctly.

15. **Office:** The firm should have its office / authorized dealer / representative within Municipal limit of Jammu / District Samba to supply and to print the stationary and to furnish the addresses of service centre with telephone number along with technical bid. The firm not having authorized office / service centre at Jammu / District Samba will be required to arrange the service without extra cost and to furnish the certificate to this effect.

16. **Supply:** This is a tender cum rate contract and registration of firms initially for a period of two years, till finalization of next tender and which can be extended for further period with

